

**OFFICE OF THE ATTORNEY GENERAL**  
**Procurement Policy Compliance and Monitoring Board**  
MEETING MINUTES  
**Wednesday, April 24, 2019**

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, April 24, 2019** in the James R. Thompson Center, 100 West Randolph Street, and in the Illinois Attorney General's main office, 500 South Second Street, Room 214, pursuant to notice.

Karla Schreiber, Chairperson called the meeting to order at 2:00 p.m.

**ROLL CALL**

**Board members present (5):**

Springfield: Pam Blackorby, present  
Tad Huskey, present  
Lisa Kaigh, present

Chicago: Karla Schreiber, present  
Sam Dorger, present

Other staff: Rocco LaSalvia, State Purchasing Officer  
Eileen Baumstark-Pratt, Board Secretary

**Old Business**

Karla Schreiber, Chairperson asked if there was any old business to report.  
No comments were received

## **New Business**

### **Sleeping Rooms - Training for Prosecutors on Sexual Assault-Springfield**

Rocco LaSalvia, State Purchasing Officer explained, the Law Enforcement Training Project Coordinator, Cordelia Coppleson requested that the office secure sleeping rooms in Springfield to accommodate staff, speakers and attendees of the training for prosecutors on sexual assault September 17-19, 2019. The training will be funded through a federal grant and will be held at the Illinois Education Association Professional Development Center.

The trainings and conference staff reached out to nine (9) hotels for pricing and availability. The event will require 60-70 sleeping rooms for the evenings of September 16, September 17 and September 18. Five hotels responded: the Hilton Garden Inn, the Crown Plaza, the Abraham Lincoln Doubletree, the Wyndham and the Drury Inn. All indicated that they would be able to provide the state rate; however, the Drury Inn could not provide the total number of rooms required. Based on the information gathered, Office Services will execute a contract with the Hilton Garden Inn. The Hilton is the closest hotel to the training site. They have agreed to provide the rooms at the state-rate and agreed to direct bill the office.

The anticipated cost to provide sleeping rooms for this training event is \$20,170.50.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

### **Sleeping Rooms – training for Prosecutors on Sexual Assault-Naperville**

Rocco LaSalvia, State Purchasing Officer explained, the Law Enforcement Training Project Coordinator for the officerequested that that the office secure sleeping rooms in Naperville to accommodate staff, speakers and attendees of the training for prosecutors on sexual assault July 24 - 25, 2019. The training will be funded through a federal grant and will be held at the Northern Illinois University Conference Center.

The trainings and conference staff reached out to seven (7) hotels for pricing and availability. None of the seven hotels contacted was able to provide all 60 sleeping rooms required. Two hotels indicated that they could provide the office with a portion of the rooms needed; the SpringHill Suites in Warrenville can provide 25 rooms at a rate of \$94 per, plus tax and the Hampton Inn Chicago/Naperville can provide 35 rooms at a rate of \$119 per, plus tax. Effective July 1, 2019, the state rate for sleeping room in DuPage County will be \$95, plus tax and the federal rate for the same area will be \$113, plus tax.

Office Services will secure 25 rooms at the SpringHill Suites in Warrenville and 35 rooms at the Hampton Inn Chicago/Naperville for a total anticipated cost of \$14,528.45. Both hotels have agreed to direct bill our office.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

### **FY20 License and Maintenance Renewal for Case Map / DOC Manager Time Map**

Rocco LaSalvia, State Purchasing Officer explained, the Chief Technology Officer submitted a request to renew licenses and maintenance for the CaseMap / DOC Manager / TimeMap software for fiscal Year 2020. These licenses allow staff members to access litigation tools to assemble and search many documents from multiple sources and formats. Further, these software tools will allow staff to create premier images of transcripts and exhibits for courtroom presentations

Office Services secured cost information from Lexis Nexis, the only source available to provide these services at a total cost of \$7,154.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

### **Maintenance and Support for Cisco Switches & Firewall for Fiscal Year 2020**

Rocco LaSalvia, State Purchasing Officer explained, the Chief Technology Officer submitted a request to renew the hardware support and maintenance for Cisco switches. Switches are the backbone to the network; these devices allow the office computers, printers, scanners, etc. to communicate with each other. The office routinely secures support and maintenance for the switches. Information Technology staff must have the ability to replace faulty switches quickly to ensure minimal disruption to network operations and have a resource to provide technical support to troubleshoot communication problems as they occur.

Rocco further explained, this renewal is available through CMS Master Contract with CDW (CMS7891190) which is set to expire June 30, 2021. Office Services will secure these services through CDW at a cost of \$40,988.43.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

### **FY 20 Maintenance for Cisco Firewall Appliance**

Rocco LaSalvia, State Purchasing Officer explained, the Chief Technology Officer submitted a request to secure maintenance on the Cisco ASA 5545-X midrange security appliances that are components of the Cisco firewall. This service is available for purchase under a CMS Master Contract (CMS7891190) with CDW. Office Services will secure a purchase order with CDW. The total cost is \$22,651.24.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

### **FY20 Renewal of Concordance Enterprise Software Assurance/Maintenance**

Rocco LaSalvia, State Purchasing Officer explained, the Chief Technology Officer submitted a request to renew the Concordance Enterprise Software Assurance/Maintenance coverage for Fiscal Year 2020. Rocco further explained, Concordance software eases the complexity of managing discovery and allows staff to search, review, organize, produce and share litigation documents—scanned paper, email and other e-discovery generated during litigation case discovery

Office Services contacted three (3) vendors to secure cost information, Carahsoft, Softchoice Corporation and ePlus Technology, Inc. Office Services will execute a one-year contract with Carahsoft, the vendor that submitted the lowest cost of \$20,729.31.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

### **FY20 Network Access Control Software Maintenance**

Rocco LaSalvia, State Purchasing Officer explained, the Chief Technology Officer submitted a request to renew annual support/maintenance for the Network Access Control software and application server (VMware) that would accommodate 1,500 concurrent users. This software and VM application server improved the network security and provides total visibility and control over every user and device accessing the OAG network which allows IT staff to block any foreign / unauthorized device from connecting to our network. This tool provides IT staff with a real-time view of the network infrastructure ensuring that they can detect and prevent any changes that would introduce risk.

Office Services secured cost information from CDW-G, Connection Public Sector Solutions and SHI. Office Services will secure a purchase order with CDW-G, the vendor that provided the lowest overall cost of \$5,806.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

### **FY20 Solar Winds Log & Event Manager Software Maintenance**

Rocco LaSalvia, State Purchasing Officer explained, the Chief Technology Officer submitted a request to renew the annual support/maintenance for the Solar Winds Log & Event Manager software. This software is a comprehensive security information and event management package that combines log management, correlation, reporting, file integrity monitoring, user activity monitoring, USB detection and prevention, threat intelligence, and active response in a virtual appliance that is easy to deploy. It allows IT staff members to collect, consolidate, and analyze logs and events from firewalls, devices and applications, switches, routers, servers, operating system logs, and includes: Real-time correlation to identify attacks, Detect breaches with threat intelligence, Supports root cause analysis with built-in intelligence that applies to networks, applications, and security management, Blocks and quarantines malicious and suspicious activity, including inappropriate USB usage, Delivers deeper intelligence and broader compliance support through embedded File Integrity Monitoring (FIM), Produces out-of-the-box compliance reports

Rocco Further explained, the Solar Winds software collects and catalogs log and event data in real-time from anywhere data is generated within the IT infrastructure. It delivers true real-time log and event correlation, enabling IT staff to immediately troubleshoot and investigate security breaches and other critical issues

Office Services solicited cost information from three vendors Connections Public Sector Solutions, Solar Winds, and Netrix. Office Services will execute a purchase order with Connection Public Sector Solutions, the vendor that provided the lowest overall cost of \$5,406.57.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

**FY20 Copy Paper**

Rocco LaSalvia, State Purchasing Officer explained, Office Services will need to purchase copy paper throughout Fiscal Year 2020. Office Services anticipates purchasing up to fifty-nine (59) skids of paper from July 1, 2019 through June 30, 2020. Office Services will execute a purchase order that will allow the office to purchase paper through Midland Paper, the CMS awarded vendor. The anticipated expenditure amount during this term, based on contract pricing, is \$82,003.80.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

**Public Comment:**

Karla Schreiber, Chairperson asked if there were any public comments. No public comment.

**Adjournment:**

There being no further business to come before the PPCMB Board, Sam Dorger moved and Pam Blackorby seconded that the meeting adjourn.

The motion carried by the following voice vote.

**Yeas:** Karla Schreiber, Pam Blackorby, Tad Huskey, Lisa Kaigh and Sam Dorger

The meeting adjourned at 2:08 p.m.